

CITY OF ASHEBORO SUBDIVISION CHECKLIST
for
MINOR SUBDIVISIONS

Minor Subdivision Definition:

The division of one existing tract of land into parcels, whether contiguous or not, where each parcel or lot has the required frontage on an existing public street right-of-way or private access approved by the City of Asheboro. Minor subdivision cannot include any improvements listed under "Major Subdivision" in the City of Asheboro Subdivision Ordinance.

CAUTION: *This checklist is for reference purposes only. The adopted Subdivision Ordinance shall be used to determine compliance for subdivision approval.*

<input type="checkbox"/> \$100 Review Fee (paid at time of submission)	Case Number _____
Subdivision Name: _____	Section: _____
Developer: _____	Phone: _____
Date Checked (Planning): _____ staff use	(Engineering): _____ staff use

Items for Planning Department Review:

- ☐ A minor subdivision plat shall be prepared by a surveyor, licensed and registered to practice in the State of North Carolina.
- ☐ Four copies of the minor subdivision plat shall be submitted, two of these shall be on mylar, and two shall be black or blue line paper prints.
- ☐ Minor subdivision plats shall have an outside marginal size of eighteen (18) inches by twenty-four (24) inches including one and one-half (1 1/2) inch for binding on the left margin and one-half (1/2) inch border on each of the other sides. Where size of land areas, or suitable scale to assure legibility, maps may be placed on two or more sheets with appropriate match lines. Minor subdivision plats shall be drawn at any scale that assures legibility.
- ☐ Name of proposed subdivision.
- ☐ Name(s), address(es), and telephone number(s) of owner(s) of property included in the proposed subdivision.
- ☐ Name(s) of the City, Township(s), County, and State in which the subdivision is located.
- ☐ Scale denoted graphically and numerically.
- ☐ Date of preparation.
- ☐ Name, address, and telephone number(s) of surveyor, engineer, or landscape architect, planner, or other individual responsible for the design and layout of the proposed subdivision or for the preparation of the plat.

Items for Planning Department Review (continued):

- ☐ Vicinity map at any convenient scale, inset on the plat, showing the location of the proposed subdivision with respect to the surrounding area, including principal highways and streets.
- ☐ Zoning classification of the land to be subdivided and a 50-foot area of the property immediately adjoining it.
- ☐ Proposed riding trails, natural buffers, pedestrian, bicycle, or other rights-of-ways or other easements and their location, width, and purpose.
- ☐ Layout of lot arrangement including lot lines, lot dimensions, and lot and block numbers.
- ☐ Building setback lines in conformance with the Asheboro Zoning Ordinance.
- ☐ Proposed location and size of parks, school sites, and other recreational or open spaces accompanied by provisions concerning their future ownership.
- ☐ Site Data:
 - ☐ Acreage in total tract;
 - ☐ Acreage in parks and other non-residential uses;
 - ☐ Total number of lots;
 - ☐ Average lot size.

Items for Engineering Department Review:

- ☐ North arrow with indication of true grid if within 2,000 feet of grid reference.
- ☐ The tract to be subdivided shall show boundaries fully with bearings, distances, and closures indicated (the tract to be subdivided includes the original entire tract and the new tract being created), however, if the residual portion of the tract that is left after all new parcels are created exceeds five (5) acres in area, a survey shall not be required for that residual portion. The residual area shall be shown on the plat of the subdivision including its bearings and distances either as a dashed line at the same scale or as a reduced scale map insert. A note indicating that the area is drawn from non-surveyed data, where the data was obtained, and a statement that this area is not part of the final plat but reserved for future division or use shall be placed on the plat.
- ☐ The location of existing and platted property lines, railroads, utility transmission lines, water lines, sewer lines, bridges, culverts, storm drain pipes, city limit lines, and any easements within the boundaries of the tract to be subdivided and on a fifty (50) foot area of the land immediately adjoining it.
- ☐ The locations of wooded areas, swamps, bogs, rock outcrops of a magnitude to cause development problems, ponds or lakes, streams or stream beds, channels, and any other natural features affecting the site of the proposed subdivision.
- ☐ Base flood elevation data if proposed subdivision is within a flood hazard area.

Items for Engineering Department Review (continued):

☐ Layout of proposed utilities (sewer, water, drainage, etc.) showing connections to existing systems or a note that utilities will be provided by individual water supply and/or sewage disposal. Provisions for the installation of these utilities or the installation itself shall be made prior to minor subdivision plat approval.

☐ The following certificate shall be placed on the minor subdivision plat and signed by the owner(s) of the subdivision;

I (We) hereby certify that I am (we are) the owner(s) of the property shown and described hereon and that I (we) hereby adopt this plan of subdivision with my (our) free consent. Further I (we) certify the land as shown hereon is within the subdivision regulation jurisdiction of the City of Asheboro, North Carolina.

_____ Date

_____ Owner

_____ Owner

☐ The following certificate shall be placed on the final plat and shall be signed by the surveyor preparing the plat or under whose supervision it was prepared; the signature shall be accompanied by the seal and registration number of the above-mentioned survey and shall be certified as true by Notary Public or Clerk of Superior Court:

I _____, certify that this map was (drawn by me) (drawn under my supervision) from (an actual survey made by me) (an actual survey made under my supervision) (deed description record in Book _____, page _____, Book _____, page _____, etc.) (Other); that the error of closure as calculated by latitudes and departures is 1: _____; that the boundaries not surveyed are shown as broken lines plotted from information found in Book _____, page _____, that this map was prepared in accordance with G. S. 47-30 as amended. Witness my hand and seal this _____ day of _____ A.D., 2 _____.

☐ A minor subdivision plat that proposes the installation or connection(s) to public utilities such as water and sewer shall have the following certificate placed upon it and signed by the Public Works Director:

I hereby certify that the water and sewer facilities are available as shown on the plat.

_____ (date)

_____ Public Work Director

☐ All water supply and sewerage systems within a proposed minor subdivision shall be designed in accordance with City of Asheboro specifications and standard details.

☐ Existing street easements or rights-of-ways shall be designated as "Public Right of Way" and shall be at least fifty (50) feet wide, or at least twenty five (25) feet wide when measured from the property line to the center of an existing street or right-of-way.

☐ Triangular sight distances must be designated at intersections in accordance with the latest edition of the NCDOT Minimum Standards for Subdivision Roads.

☐ The property lines along streets for property being subdivided shall be contiguous with the edge of the street's public right-of-way and no portion of the subdivided property shall extend into the street's public right-of-way or triangular sight distance area.